UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA

CLERK OF COURT
Vacancy Announcement No: 12-01

Location: Raleigh, North Carolina

Salary Range/Promotional Potential: JSP 14-17 ($99,638 - $165,300)*
* Depending upon experience and qualifications

Date of Posting: November 28, 2011   **Closing Date: Open Until Filled****
** Initial Cut-off date: December 19, 2011

Position Overview:
This position is located in the United States District Court for the Eastern District of North Carolina. The Clerk of Court is a high level manager who operates under the direction of the Chief Judge and the Court, which is comprised of three district judges, three senior judges, and four magistrate judges, who are located among five court sites: Raleigh, New Bern, Greenville, Wilmington, and Elizabeth City. The Clerk of Court manages the statutory duties of the position and oversees the administrative activities of the Clerk's Office which has a staff of 50 employees. Travel is required.

Representative Duties:
The Clerk of Court performs duties and responsibilities which include, but are not limited to, the following:

- Consulting with and making recommendations to the judges about Court policies and procedures;
- Hiring and assigning personnel;
- Preparing and managing the annual budget at the discretion of the Court's Budget Committee:
- Overseeing the Court's property, procurement and financial management programs:
- Directing staff responsible for the processing of civil and criminal cases, the issuance of process, and the maintenance of official records in the custody of the Court;
- Managing the jury operations of the Court and making recommendations to improve juror utilization;
- Developing the Court's currency with information technology/automation and courtroom technology;
- Conducting special duties as directed and preparing statistical and narrative reports;
- Designing and managing training programs; and
- Working with various government agencies on matters necessary to court activities, including space and facilities, and emergency preparedness.

Education/ Qualifications:
Preference will be given to candidates who possess a juris doctor and general administrative experience in public service or business which provides a thorough understanding of organizational, procedural, and human aspects in managing an organization. Candidates who have earned their juris doctor must also have 5 years of progressively responsible general administrative experience. An attorney who is in the active practice of law in either the public or private sector may substitute said active practice on a year for year basis for the management or administrative experience requirement.

Candidates who have not earned a juris doctor must have a minimum of 10 years of general administrative experience. A bachelor's degree may be substituted for 3 years of the general administrative experience, and a master's degree may be substituted for an additional year of the general administrative experience. For those candidates who have not earned a juris doctor, at least 3 of the 10 required years must have been in a position of substantial management authority.

Knowledge of office automation including automated case management systems and a working knowledge of the Federal Rules of Criminal and Civil Procedure and the Court's local rules is preferred. Experience in the federal judiciary is also preferred. The successful candidate should be a leader, motivator, highly organized, and maintain a professional demeanor at all times. Strong interpersonal and communications skills are required.

Benefits:
Judicial Branch employees are considered "at will" employees and are not subject to the employment regulations of competitive service. However, judiciary employees are entitled to benefits similar to those of other federal government employees including:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years; 20 days per year after three years; and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Retirement benefits
- Optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits Program, Long Term Care Insurance, Long Term Disability

Conditions of Employment:
Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request. Candidates will be subject to credit and criminal history checks. Final candidate must undergo a full OPM background investigation and sign consent for IRS tax check and consumer report review. Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship. Employees are required to use the Electronic Fund Transfer (EFT) for payroll direct deposit.

Application Information:
Interested applicants must submit six (7) copies of the following:

- A cover letter of interest and a narrative statement that addresses qualifications, relevant experience, and management style or philosophy;
- A current resume including salary history;
- Names and contact information for three (3) professional references; and
- Form AO 78, Application for Judicial Branch Federal Employment, which may be obtained at http://www.nced.uscourts.gov/employment/Default.aspx

Application packages should be marked "Confidential" and mailed to:

U.S. District Court
Attn: Human Resources Office
310 New Bern Avenue, Room 434
Raleigh, North Carolina 27601

Application packages received by the initial cut-off date will be given first consideration. Travel and relocation expenses will not be reimbursed.

This agency provides reasonable accommodations to applicants with disabilities. The court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

The United States District Court is an Equal Opportunity Employer